

**SUPPLY
CLERK
GS-2005-04**

DISTRIBUTION

I. POSITION AND ORGANIZATION INFORMATION**Position:**

Supply Clerk, GS-2005-04

Purpose of position:

The purpose of the position is perform supply support work.

Organization:

Distribution Br., Airfield Support Div.

Organization goals:

The Distribution Branch provides services to receive, store, manage, issue, pack, crate, and ship non-hazardous and hazardous NASL and NAVICP material; provides pickup and delivery of services, collects, receives, processes and stores hazardous waste.

II. MAJOR DUTIES**A. Duty (Critical):**

Uses knowledge of standardized supply regulations to conduct routine physical inventories. (RCPT01R, STOR02CA, STOR02CB, STOR02CC, STOR02CD, STOR02CE) (50%)

Tasks:

1. Reviews accuracy of location audit and record changes.
2. Posts receipt documents.
3. Analyzes computer rejects.
4. Reviews record adjustments for accuracy and completeness.
5. Provides advice in clearing up discrepancies in records. (STOR02CF)

Selected Staffing KSAs:**B. Duty (Critical):**

Uses knowledge of standardized supply regulations to perform routine technical support duties related to maintaining property accounts and records, completing individual transactions, providing customer assistance, screening reference files, conducting data searches, and distributing output files. Performs assignments without specific instructions. (15%)

Tasks:

1. Updates databases with information provided by analysts or higher level technicians. (RCPT01F, SHIP01F)
2. Input data and scan images into File Image Library Entry/Retrieval system. (RCPT01)
3. Load/process shipping data into UADPS-SP. (SHIP01F)

4. Trace "Inbound" and "Outbound" shipments. (SHIP01R)
5. Process MMD and MTIS to mechanized records (STOR02AW, STOR02AU)

Selected Staffing KSAs:**C. Duty (Critical):**

Receive and process receipt documents. (32%)

Tasks:

1. Receive stock receipt documents and makes appropriate inquiries into mechanized supply system. Review output documents for accuracy and content. (RCPT01B)
2. Receive Direct-Turn-Over (DTO) receipt documentation and makes appropriate inquiries into the Requisition Status File; take necessary action to complete the transaction. (RCPT01A)
3. Process all Material-Turned-Into-Stores (MTIS) and Maintenance Action Form (MAF) receipts; code receipt documents based on analysis of document information and prepare data for computer input or transmission. Ensures material has been moved is moved to MTIS holding area.
4. Review, investigate, and perform research to process for final disposition various types of unidentified, frustrated or discrepant receipts.

Selected Staffing KSAs:**D. Duty (Non-Critical):**

Provide cross-functional support to meet mission requirements on an "as-needed" basis during peak workload periods. (3%)

Tasks:

1. Provide backup support for all non-supervisory General Schedule positions in the Airfield Support Division.

Selected Staffing KSAs:**III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)****A. Selected Staffing KSAs:**

1. No Staffing KSAs were selected

B. Basic Training Competencies:

1. Practical knowledge of supply regulations, policies, procedures, techniques and methods applicable to assigned support duties
2. Knowledge of requirements and procedures for maintaining files of supply documents
3. Ability to prepare supply documents

4. Ability to compile and organize supply data
5. Ability to communicate in writing
6. Ability to communicate orally
7. Ability to maintain good working relations
8. Knowledge of policies and procedures for requisitioning and issuing equipment and supplies
9. Knowledge of general office administrative and clerical procedures

IV. CLASSIFICATION FACTORS

Factor 1. Knowledge

Level 1-3 (350 Points)

1. Knowledge of standardized supply regulations, policies, procedures, or other instructions relating to the specific functions assigned. Familiarity with one or more automated supply data bases to enter, correct, and retrieve recurring reports and to structure and retrieve specialized reports. Sound working knowledge of the structure of the local supply organization and the organizations serviced.

Thorough knowledge of governing supply regulations, policies, procedures, and instructions applicable the specific assignment.

Intensive knowledge of local supply requirements to ensure supply support for production, overhaul, repair, or other operations for items requiring special handling.

Factor 2. Supervisory Controls

Level 2-2 (125 Points)

Work is performed under technical guidance of a supply technician, supply specialist, or supervisor who issues general work assignments, controls flow of day-to-day work, and explains major changes in regulations or procedures. The supervisor or higher grade employee provides additional specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available.

The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor or higher grade employee for decision or help.

The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Factor 3. Guidelines

Level 3-2 (125 Points)

Procedures for doing work have been established. A number of specific guidelines are available in the form of supply regulations, policies and procedures. Number and similarity of guidelines and work situations require the employee to use some judgment in locating and selecting most appropriate guidelines, references and procedures for application and in making minor deviations to adapt guidelines in specific cases. Employee may also determine which of several alternatives to use. Situations to which existing guidelines cannot be applied and significant proposed deviations are referred to

supervisor.

Factor 4. Complexity**Level 4-2 (75 Points)**

Duties consist of related steps, processes, or methods, such as performing routine aspects of technical supply management functions in support of a specialist. Employee decides what to do by recognizing the existence of and the differences among a few easily recognizable situations and conditions, and by choosing courses of action from among options related to specific assignments. Employee uses different sources of information and performs different kinds of transactions and entries.

Factor 5. Scope and Effect**Level 5-2 (75 Points)**

Work involves execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or a project of broader scope, such as when assisting a higher grade employee. Work affects accuracy, reliability, or customer requirements in supported organizations and other supply units.

Factor 6. Personal Contacts**Level 6-2 (25 Points)**

Contacts are with employees in the same agency, but outside the immediate organization. Persons contacted generally are engaged in different functions, missions, and kinds of work, such as representatives from various levels within the agency or from other operating offices in the immediate installation and/or with members of the general public in moderately structured settings, as with vendor employees concerned with the status of orders and shipments.

Contacts are with members of the general public as individuals or groups, in a moderately structured setting (i.e., they are usually established on a routine basis at the employee's work place or over the telephone, the exact purpose may be unclear at first, and one or more of the parties may be uninformed concerning the role and authority of other participants). Typical contacts at this level are employees at approximately the same level of authority in shipping companies, vendor employees concerned with the status of orders or shipments, and others at comparable levels.

Factor 7. Purpose of Contacts**Level 7-1 (20 Points)**

Purpose of contacts is to obtain, clarify, or exchange facts or information, regardless of the nature of those facts, which may range from easily understood to highly technical.

Factor 8. Physical Demands**Level 8-1 (5 Points)**

Work is primarily sedentary. Employee may sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items such as papers, books, or small parts. No special physical demands are required to perform the work.

Factor 9. Work Environment**Level 9-1 (5 Points)**

Employee typically works indoors in an environment involving everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms. Observances of normal safety practices with office equipment, avoidance of trips and falls, and compliance with fire regulations

are required. The area is adequately lighted, heated, and ventilated.

V. CLASSIFICATION SUMMARY

In this position:

Duty A. 50% GS-2005-04 Supply Clerk
Conducts Physical Inventories

Duty B. 15% GS-2005-04 Supply Clerk
Data Entry and Retrieval

Duty C. 32% GS-User defined duty. Not classified by system. The final grade may or may not be appropriate.-
Receipt Processing

Duty D. 3% GS-User defined duty. Not classified by system. The final grade may or may not be appropriate.-
Miscellaneous Duties

List of Modified Duties and Factors:

Duty A. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

Duty B. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

Duty C. has been added.

Duty D. has been added.

U.S. Office of Personnel Management (OPM) Published Classification Standards (PCS), Supply Clerical and Technician Series, GS-2005, Transmittal Sheet (TS) 115, May, 1992. The OPM Typing and Stenography Grade Evaluation Guide and the Office Automation Grade Evaluation Guide, dated November 1990 (TS-100), were also referenced, especially for titling guidance.

GS-04 Point range: 655 - 850

Total Point: 805

Grade: GS-04